

**POLICY NAME** EMPLOYEE PAY PRACTICES

**POLICY NUMBER** 2.3.4

**CATEGORIES**

**DATE PROPOSED:** 8/10/18

**DATE OF VOTE:** 8/22/18

**ACCEPT (Y/N):** Y

#### Pay Periods

Employees are paid every 14 days on a Friday. Each pay period covers work performed through the completion of the previous pay period. The Ice Sports Center (ISC) pay schedule is aligned with the City of Huntsville pay schedule.

#### Deductions from Wages

Certain deductions required by law will be made from each employee's wages. These include state and federal income taxes and social security, and appropriate optional deductions. Amounts withheld vary according to money earned, marital status, and number of exemptions.

#### Garnishment of Wages

Employees are responsible for their own debts. Garnishments cause considerable paper work and expense for the ISC. Although we understand that a wage garnishment can happen to anyone, we strongly encourage you to work out a financial problem before this situation occurs.

#### Pay Advances

The ISC does not provide payroll advances to employees.

#### Payroll Tax Withholding and Exemption Certificates

Each employee must complete a withholding exemption certificate for federal and state withholding at the time of hire. This information determines the amount of income taxes withheld. Any change, such as marriage, that increases or decreases exemptions must be reported. A statement of earnings and taxes withheld is supplied to employee each year.

**COMMENTS:**